



# ACHIEVEMENT IN MONTANA

## Quick Reference Guide

## STUDENT ENROLLMENT – FILE UPLOAD

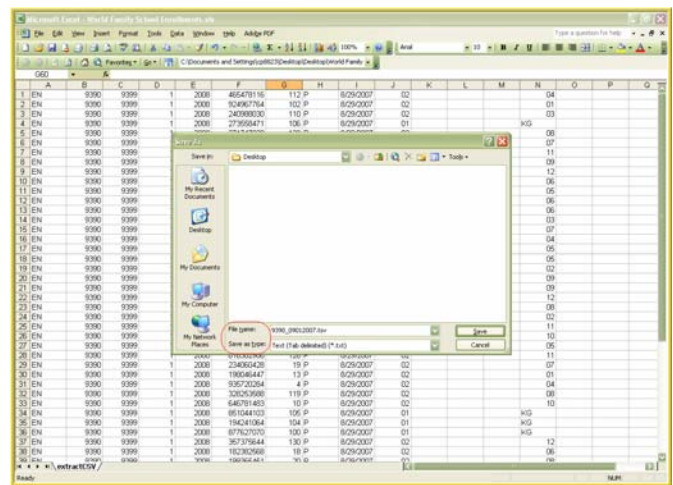
### SETUP OF STUDENT ENROLLMENT FILES (METHOD 1)

Using your local Student Information System, select the correct extract file for the Student Enrollment data using the instructions provided by your Vendor.

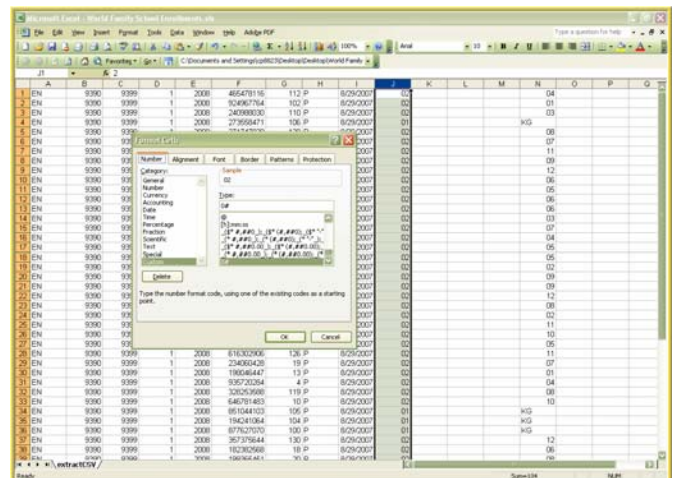
Save the file to your desktop, or another convenient location.

If the file is in an Excel format, open the file, verify that the columns are formatted correctly (leading zeros where appropriate), and change the *Save as Type* to Text (Tab delimited)(\*.txt).

The file name should be the **LE number** (without leading zeros), **underscore**, **date** (without punctuation), **period** (.), and the extension **tsv**.



**\*HINT:** To format columns requiring zero padding (*Race/Ethnicity*) highlight the column and right click. Select **Format Cells**. On the *Number* tab, click **Custom**. Enter *0#* (number zero and pound sign). Click **OK**.





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### SETUP OF STUDENT ENROLLMENT FILES (METHOD 1)

If the file is in a Text (Tab delimited format), open the file and verify column formats, including *District Number, School Number, Calendar Number, Year, Start Status and Grade Level*.

If it has not been done already, insert the Header Row: **HD** tab **Date** (MM/DD/YYYY) tab **Hour** (HH:MM:SS) tab **Version** (MT1.3)

Save the file using the file name format indicated above and return to the AIM system.







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## STUDENT ENROLLMENT – FILE UPLOAD

### SETUP OF STUDENT ENROLLMENT FILES (METHOD 2)

Open the \*.tsv file and insert the header row.

Save the file and return to the AIM system.

ID	Name	Date of Birth	Sex	Grade	Enrollment Date
EN 9990 9999 1	2008	445476116	112	P	8/29/2007
EN 9990 9999 1	2008	504867766	103	P	8/29/2007
EN 9990 9999 1	2008	24908010	110	P	8/29/2007
EN 9990 9999 1	2008	271118471	106	P	8/29/2007
EN 9990 9999 1	2008	171347618	109	P	8/29/2007
EN 9990 9999 1	2008	802280508	118	P	8/29/2007
EN 9990 9999 1	2008	970447170	11	P	8/29/2007
EN 9990 9999 1	2008	934790505	122	P	8/29/2007
EN 9990 9999 1	2008	451721887	112	P	8/29/2007
EN 9990 9999 1	2008	702119940	114	P	8/29/2007
EN 9990 9999 1	2008	118380461	17	P	8/29/2007
EN 9990 9999 1	2008	166121010	111	P	8/29/2007
EN 9990 9999 1	2008	707676211	111	P	8/29/2007
EN 9990 9999 1	2008	772943610	109	P	8/29/2007
EN 9990 9999 1	2008	442105029	11	P	8/29/2007
EN 9990 9999 1	2008	221111109	105	P	8/29/2007
EN 9990 9999 1	2008	898948580	113	P	8/29/2007
EN 9990 9999 1	2008	218712490	114	P	8/29/2007
EN 9990 9999 1	2008	278871218	114	P	8/29/2007
EN 9990 9999 1	2008	179821118	9	P	8/29/2007
EN 9990 9999 1	2008	477392100	119	P	8/29/2007
EN 9990 9999 1	2008	729154271	107	P	8/29/2007
EN 9990 9999 1	2008	418398101	107	P	8/29/2007
EN 9990 9999 1	2008	117203120	121	P	8/29/2007
EN 9990 9999 1	2008	186110744	114	P	8/29/2007
EN 9990 9999 1	2008	462124211	11	P	8/29/2007
EN 9990 9999 1	2008	453104211	114	P	8/29/2007
EN 9990 9999 1	2008	214104110	11	P	8/29/2007
EN 9990 9999 1	2008	198046447	11	P	8/29/2007
EN 9990 9999 1	2008	917111104	4	P	8/29/2007
EN 9990 9999 1	2008	116111188	119	P	8/29/2007
EN 9990 9999 1	2008	648784610	10	P	8/29/2007
EN 9990 9999 1	2008	851044101	105	P	8/29/2007
EN 9990 9999 1	2008	194241084	104	P	8/29/2007
EN 9990 9999 1	2008	877627070	100	P	8/29/2007
EN 9990 9999 1	2008	172715444	110	P	8/29/2007
EN 9990 9999 1	2008	182182158	18	P	8/29/2007
EN 9990 9999 1	2008	29835411	20	P	8/29/2007
EN 9990 9999 1	2008	417880110	111	P	8/29/2007
EN 9990 9999 1	2008	624876911	1	P	8/29/2007
EN 9990 9999 1	2008	781841460	14	P	8/29/2007
EN 9990 9999 1	2008	672424079	117	P	8/29/2007
EN 9990 9999 1	2008	211847118	21	P	8/29/2007
EN 9990 9999 1	2008	149621111	103	P	8/29/2007
EN 9990 9999 1	2008	148216876	118	P	8/29/2007
EN 9990 9999 1	2008	192170440	7	P	8/29/2007
EN 9990 9999 1	2008	672724241	1	P	8/29/2007
EN 9990 9999 1	2008	791611100	127	P	8/29/2007
EN 9990 9999 1	2008	677767071	113	P	8/29/2007
EN 9990 9999 1	2008	918410019	16	P	8/29/2007
EN 9990 9999 1	2008	851111709	10	P	8/29/2007
EN 9990 9999 1	2008	992706100	12	P	8/29/2007
EN 9990 9999 1	2008	186761490	108	P	8/29/2007





## STUDENT ENROLLMENT – FILE UPLOAD

### **SETUP OF STUDENT ENROLLMENT FILES (METHOD 3)**

Follow the instructions in the AIM Quick Reference guide to roll student enrollments from the 06-07 school year to the current year.

[QRG: Using Ad Hoc Reporting to Roll Student Enrollments](#)



### STUDENT ENROLLMENT – FILE UPLOAD

#### UPLOADING THE STUDENT ENROLLMENT FILE

Choose the 07-08 year and a school from the **Campus Toolbar**.

From the Index, expand the **MT State Reporting** outline by clicking on the plus (+) sign.

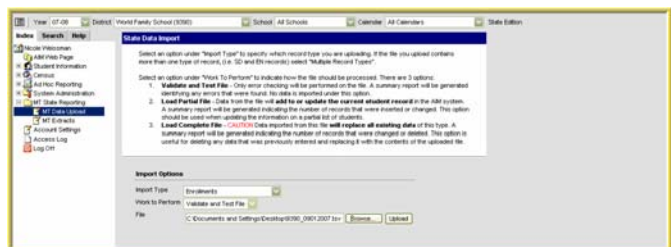
Select **MT Data Upload**.



From *Import Type*, select *Enrollments*.

From *Work to Perform*, select *Validate and Test File*.

**Browse** for the file and click **Upload**.



An **Import Results Summary** page will appear.

Correct any data errors listed and re-test the file upload.

When the upload file is free of errors, change the *Work to Perform* to *Load Partial File*.

Click **Upload**.







### STUDENT ENROLLMENT – FILE UPLOAD

#### VERIFYING STUDENT ENROLLMENT FILES

From the **Index**, expand the **Student Information** outline by clicking on the plus (+) sign.

Expand **Reports** and select **Enrollment Status**.

Select list by year from the Calendar options and select the Calendar(s) you wish to view.

Click **Generate Report**.

The report will open in another window.

Verify the data and make corrections in the AIM system as necessary.

Student/Address	Gender	Student Number	Calendar	Grade	Add Date	Drop Date
Agassi, Andre	M	102	07-08 World Family School	02	08/29/2007	
Anderson, Pamela	F	110	07-08 World Family School	04	08/29/2007	
Armstrong, Lance	M	108	07-08 World Family School	01	08/29/2007	
Cannery, Sean	M	116	07-08 World Family School	07	08/29/2007	
Coady, Kevin	M	117	07-08 World Family School	06	08/29/2007	
Davis, Sammy	M	115	07-08 World Family School	07	08/29/2007	
Dreyfus, Richard	M	109	07-08 World Family School	04	08/29/2007	
Fanning, Eke	F	101	07-08 World Family School	05	08/29/2007	
Fawcett, Fawcett	F	113	07-08 World Family School	05	08/29/2007	